COCKERHAM PARISH HALL OPERATING INSTRUCTIONS

EMERGENCY PROCEDURES

There are copies of the Emergency Fire Procedures displayed in entrance hall and the kitchen.
This includes a floor plan showing the location of fire exits, fire doors and fire extinguishers.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS ARE ALLOWED IN THE HALL.
DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS.
NO ADDITIONAL HEATERS CAN BE BROUGHT INTO THE HALL
The Hirer and/or the Responsible Person should familiarise themselves with the position of all exits, fire extinguishers etc should point out the location of these to guests/other users of the hall before any event begins.
You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall in the car park.

WHEN YOU ARRIVE

1. The key operates the main front door, the side kitchen door and the storage cupboard door at the rear of the main hall
2. Check for any obvious signs of damage or malicious damage within the Parish Hall. Immediately report the damage to a Committee Member using the contact numbers below. Failure to do so may result in charges being invoiced to you as the Hirer responsible for the damage.
3. Switch on mains power at the storage cupboard in the entrance hall.

MULTI-MEDIA PROJECTION SYSTEM/INTEGRATED SOUND AND LIGHTING SYSTEM If you have booked to use this equipment please contact Ian Ellison (01524 791053) to arrange access and a brief explanation on how to use it.
Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

ELECTRIC COOKERS & MICROWAVE

The cookers and microwave need to be switched on at the wall before use. Never leave the cooker unattended.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided (in the storage cupboard in the kitchen)
Do not use the ladders
Report any equipment failure or damage to a Parish Hall Committee Member as soon as possible

END OF HIRE

1. Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the cupboard in the kitchen). You may be charged for cleaning if any part of the Parish Hall is left in an untidy condition
2. Ensure that tables and chairs are stacked carefully on to trolleys and placed in the appropriate place in the storage cupboard at the back of the main hall (see markings on the floor of the cupboard)
3. Ensure that all rubbish is bagged and removed from the site
4. Ensure that the work surfaces, ovens and fridge are left clean.
5. Ensure that all internal doors are closed, the external doors and windows are closed and locked at the end of the event and that the building is left in a safe condition, with particular regard to FIRE.

LEAVING

Switch off all lights, cookers and water heaters in the kitchen
DOUBLE CHECK THAT THE UNDERFLOOR HEATING IN THE HALL IS TURNED OFF
Ensure all windows are closed and please lock the doors

Committee Member Contacts:

Mr C Rossall 01524 791650 Mr W Jacques 01524 791882 Mr J Rossall 07944 083828

(Operating Instructions November 2014)